Manchester High School for Girls

Parent Handbook 2026-27

Preparatory School

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ADDRESS AND CONTACT NUMBERS

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Autumn Term 2025

Term begins for staff	Tuesday 1st September (Staff Inset Day)
Term begins for students	Wednesday 2nd September
Half Term	Monday 19th October to Friday 30th October
Occasional Day's Holiday	Friday 27th November
Half Term	Friday 18th December to Monday 4th January
Staff Inset Day	Monday 4th January
Term Begins for Students	Tuesday 5th January
Staff Marking Day	Wednesday 13th January (School closed to all students)

Spring Term

Half Term	Monday 15th February to Friday 19th February
Half Term	Friday 26th March to Monday 12th April
Staff Inset Day	Monday 12th April
Term Begins for Students	Tuesday 13th April
Bank Holiday	Monday 3rd May

Summer Term 2026

Staff Marking Day	Friday 28th May (No girls in school)
Half Term	Friday 28th May to Friday 4th June
Term Begins	Monday 7th June
Last Day of Term	Thursday 8th July

Welcome

We are delighted to welcome you to the new academic year and, in particular, extend a very warm welcome to those families who are new to our school. Whether this is your first year with us or you are returning for another year, we hope this Parent Handbook will provide you with useful information to help you and your daughter make the most of the year ahead. It brings together key information about school life, routines, communication, curriculum, events and the many opportunities available to our girls. We hope it will be a helpful reference throughout the year, providing answers to some of the practical questions that may arise and helping you to feel informed, involved and part of our school community. We look forward to sharing another happy, exciting and successful year with you and your daughter.

Head of Preparatory School:	**Mrs Samantha Gibbons**
and Designated Safeguarding	sgibbons@mhsg.manchester.sch.uk
Lead (DSL):	
Lead Assistant Head	**Mrs Jessica Bingham**
with responsibility for KS2 and Assessment	jbingham@mhsg.manchester.sch.uk
Deputy DSL and Year 6 Teacher	
Assistant Head	**Mrs Ruth Anderson**
with responsibility for EYFS and KS1 and	randerson@mhsg.manchester.sch.uk
Deputy DSL and Class Teacher:	
Assistant Head	**Mrs Kate Campbell**
with responsibility for Pupil Recruitment and	kcampbell@mhsg.manchester.sch.uk
Pupil Leadership	
Year 6 Teacher	
School Nurse:	**Sister Janet Bamford**
	nurses@mhsg.manchester.sch.uk
Prep Receptionist / Heads PA:	**Miss Alison Evans**
	aevans@mhsg.manchester.sch.uk
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AIMS AND VALUES OF THE SCHOOL

Purpose

Manchester High School for Girls was founded in 1874 *"To impart to the girls the very best education which can be given and to fit them for any future which may be before them".*

Today, the School upholds these founding principles by encouraging each individual pupil to achieve educational excellence across a broad range of learning opportunities, both inside and outside the classroom. For each pupil, this all-round education fosters an awareness of their own value and a sense of responsibility towards others, both within our community and across the wider world.

Aims

Manchester High School for Girls aims to educate and empower our pupils by:

- Supporting our pupils to develop an understanding of the value of education as an end in itself; instilling a lifelong love of learning, whilst striving for academic excellence alongside cultural awareness and understanding
- Inspiring pupils to achieve high academic standards within a culture of innovation, where they fulfil their individual potential
- Providing a broad and diverse range of subjects and extra-curricular activities that offer each individual pupil the opportunity to develop their talents and flourish
- Educating the whole child and prioritising their wellbeing so that pupils leave School with a sense of self-awareness, self-worth, self-discipline and an ability to contribute with confidence in an increasingly competitive and technological world
- Drawing on the School's social, cultural and religious mix of pupils to enable all to live and grow in an atmosphere of mutual respect and compassion
- Encouraging qualities of caring, kindness, honesty and loyalty, fostering high moral standards

Mission Statement

Our mission is to be a pioneering, academically selective school that embraces academic excellence and extra-curricular enrichment, where the individual flourishes. The School empowers and inspires highly talented, intellectually curious students to become self-confident, independent, resilient and remarkable global citizens.

Our Values

MHSG **Nurtures:**

(i) Learning

We inspire a lifelong love of learning and promote the highest standards of intellectual curiosity and academic rigour among both our staff and pupils.

(ii) Innovation

We empower our pupils to think for themselves and to experiment, express opinions, develop new ideas and challenge stereotypes. We encourage them to be 'risk-takers', embracing the importance of failure and viewing challenges as stepping-stones to future progress, enabling them to be self-confident agents of change.

(iii) Compassion

We foster a culture of respect for others, tolerance, kindness, honesty and service. Pupils are encouraged to contribute to their community, locally and globally.

(iv) Individuality

We are proud of our diverse community and know every pupil as an individual. We support their aspirations and encourage the development of resilience and self-confidence, so that our pupils can become tenacious, independent and happy.

(v) Wellbeing

We believe in prioritising the all-round development of our pupils and encourage the pursuit of enjoyment, fun and mindfulness; recognising that happiness is fundamental to success.

Vision Statement

Our vision is excellence: to deliver a pioneering, innovative and dynamic learning experience within a compassionate and caring environment for a needs blind, diverse community where the wellbeing and happiness of every individual and the fulfilment of their potential are our priority. As the School of choice for girls in the North-West, our pupils - like those who have attended the school before them - will go on to be global citizens and courageous motivators of change.

ADMISSIONS POLICY

The information below is a summary of the admissions policy for entrants to the Preparatory School. A full policy is available on request to the Registrar.

Manchester High School for Girls is an academically selective school with its own assessment process. The School operates an equality policy and all pupils are considered on merit. The school welcomes girls from age three. However, there are opportunities to join the Preparatory School in all other year groups, subject to places being available. Please contact the Registrar for further information.

Infant School – Early Years Foundation Stage and Key Stage 1

- For entry into the Little Ivies, Pre-School Class at 3+ prospective pupils are invited into the school to attend one of our EYFS Come and Play events. Parents meet with the Head of Prep to establish whether they would settle happily into our school environment.

- For entry into the Reception class at 4+, pupils are invited into school for a short activity session, during which time they will interact in a small group of pupils of a similar age and complete some tasks on a one-to-one basis with a member of staff. In this informal and friendly atmosphere, they take part in a series of activities and tasks, which establish whether they would settle happily into our school environment.

- Applicants for admission at 5+ are required to attend an assessment day. The pupils are expected to read to the teacher and their ability in English and Mathematics is assessed. A School report is requested from the Head Teacher of the applicant's present School.

- Assessment for Reception class and Key Stage 1 places take place in January . Applications may be considered later in the year, subject to the availability of places. The results of these assessments and the offer of places are posted to parents within two weeks of the assessment date.

Junior School – Key Stage 2

- Pupils applying for Key Stage 2 places are required to attend an assessment day. Applicants are assessed in Mathematics, English, reasoning and problem solving, looking at their ability to deal with new information. Papers set in previous tests are not published. Guidelines indicating the kind of work applicants are expected to be familiar with are sent to parents on receipt of a completed registration form.

- A report is requested from the Head Teacher of the applicant's present School. The results of the assessment and the offer of places are communicated to parents within two weeks of the assessment.

- Assessment for Key Stage 2 places takes place in January. Applications may be considered later in the year, subject to the availability of places. The results of these assessments and the offer of places are posted to parents within two weeks of the assessment date.

AFTER SCHOOL, HOMEWORK AND BREAKFAST CLUBS

- After School Club provides a flexible service for pupils in the Preparatory School whose parents find it difficult to collect their children from School at the usual finishing time (3.25pm).

- After School Club is available to our pupils from Reception to Year 6 and is at an extra cost. The club is held every weekday from 3.25pm – 6.00pm during term time and uses the Infant Hall in the Prep.

- Charges:

- From 3:25pm – 4:35pm £6.75

- From 4:35pm – 6pm - £13.50

- After School Club is not an extension of School and does not provide extra lessons. Supervision, care and organised activities are provided. A light, nutritious tea and drink are provided on arrival, the cost of which is included in the fee A teacher supervised Homework Club is available for Years 3 to 6 from 3.30pm – 4.30pm two days a week. Parents should check the Extra-Curricular Programme for the precise days at the start of the Autumn Term.

- Parents wishing to register their daughters for the After School Club should contact the Preparatory School Reception.

- Breakfast Club is available to any pupil of the School from EYFS to Year 6. Whilst this service is not charged, parents must ensure that there are sufficient funds on their ParentPay account to cover the cost of any food that their daughter consumes. The club is held every weekday from 7:30am-8:00am during term time and uses the KS1 Hall. Girls should not be dropped off for Breakfast Club after 8.50am.

- Parents do not need to book in advance. Girls should be dropped off at the KS1 Hall, where a member of staff will take care of any girl, as well escorting them to the Prep School for 8am. Parents can gain access by selecting the After-School Club button at the pedestrian gate.

ASSEMBLIES

Assemblies are an important meeting time in the Preparatory School and they play a significant part in the spiritual, moral, social and cultural development of the pupils. There are separate assemblies for Key Stage 1 and 2, so that they can be pitched at the appropriate level. Each term, assemblies follow themes explored further in the Preparatory School PSHE and Citizenship programme of study, fundamental British values and wider community values. In addition, we share the moral issues and values that are common to all religious faiths, as well as learning about the beliefs, needs and rights of others. Assemblies are also used as a time to celebrate and to take pride in the achievements of individual girls, teams and the School as a whole.

Assemblies are held four times a week:

- **Reception, Year 1 and Year 2:** On Tuesdays, Mrs Gibbons, Head of the Preparatory School, introduces the Thought for the Week, with thought-provoking discussions. An assembly celebrating pupils' achievements is held once a week and girls are nominated to be a "Golden Girl". The house which has achieved the most house points during the week is celebrated also. In addition, teachers in Reception, Year 1 and Year 2 lead an assembly each week, on rotation, with a pastoral focus. Girls have form time together once a week with their Class Teacher

- **Years 3 – 6:** On Mondays, Mrs Gibbons, Head of the Preparatory School, introduces the Thought for the Week, with thought-provoking discussions. In addition, each week, Mrs Jeys, Head Mistress of Manchester High School for Girls leads an assembly for all KS2 pupils, where she presents Merit badges to recognise pupils who have excelled in the different areas of school life. The Assistant Head in KS2, Mrs Bingham, further celebrates achievements from inside or outside School as well as awarding the House Point Cup on a Friday. KS2 teachers lead an assembly each week, on rotation, with a pastoral focus. Once a week, the girls have form time together with their Class Teacher.

ASSESSMENT

Our assessment cycle runs throughout the year with summative tests being taken by all girls from Years 1-6 in English and Maths each term. These assessments allow us to track progress, plan for individualised pupil learning and create an informed dialogue with pupils about their next step targets.
Individual targets will be set for all girls, each term, with targets being recorded in the pupil planners. In addition to the summative testing cycle, individual pupil progress is tracked assiduously from week to week using a variety of formative assessment strategies including computer-based adaptive tests.

The purpose of our assessments and tests is:

- To enable teachers and pupils to monitor progress and diagnose next steps in learning.

- To encourage pupils to become more reflective learners.

- To recognise the range of a pupil's achievement and experience through effective marking and feedback and creating a positive development dialogue with each pupil.

- To motivate pupils and build self-esteem, enabling them to aim for the highest standards and plan for their next stage of learning.

- To provide fair, consistent, accurate and comprehensive reports for parents and external agencies, which give a clear record of a pupil's progress and achievements.

- To provide accurate systematic records which inform curriculum planning and School development planning.

Regular informal assessments take place as well as some adaptive computer-based tests at three points throughout the year. Girls in Reception are assessed on a range of developmental areas including, Literacy, Numeracy, Language Communication and PSED.

Further details are available in the Assessment, Tracking and Feedback Policy which is available to download from, the *"About"* section on the school website or on request from the Head of the Preparatory School.

ATTENDANCE AND ABSENCE

In the Preparatory School, we are committed to promoting excellent attendance, as we know that regular school attendance is essential to pupils' learning, wellbeing, and long-term success.

The Preparatory School follows the Department for Education regulations. The law requires regular attendance, and this is a legal responsibility of parents. Absences are recorded on the pupil's annual report. We expect pupils to attend School regularly; an attendance percentage of over 95% is the norm. If there is a medical reason for poor attendance, parents are asked to give the Head of Preparatory School a letter from a GP or hospital consultant. Attendance below 90% is a cause for concern and parents will receive a letter stating their daughter's attendance level that term. Parents may be invited into School to see the Head of the Preparatory School if attendance falls below this threshold.

- **Authorised absence procedures**

Authorised absence is where the school has either given approval in advance for a pupil of compulsory school age to be absent or has accepted an explanation offered afterwards as satisfactory justification. All other absences will be classed as unauthorised. Acceptable reasons for absence would normally be illness or bereavement. Absences must be explained in writing by parents/carers as soon as their child returns to school.

Parents are asked to email or telephone Miss Evans, Head's PA and Prep Receptionist, on the first morning of absence between 8.00am and 9.00am. If we do not receive a message that your daughter will not be in School by 9.00am, we will attempt to contact you by telephone. On returning to school after absence, a pupil **must** bring a letter of explanation from a parent. This must be signed and dated and given to Miss Evans on Prep Reception (prepreception@mhsg.manchester.sch.uk).

If a pupil is absent for ten days or more, a parent should send in a medical certificate.

Please ensure that all cases of significant infectious illnesses are reported to school. The school nurse can give guidance as to when your daughter can return to school following an infectious illness.

It is important that pupils arrive punctually for school, so that the whole class can begin the day together and lessons are not interrupted. Morning registration takes place between **8:45-9:00am**. If a girl arrives after the register has been taken, she will be marked 'Late'. She should sign in at Prep Reception, stating the reason for the late arrival. If these procedures are not followed, a pupil will be marked as absent.

Leave of absence for observance of important religious festivals

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. However, parents are asked to send **advance notice** in writing. The written request should state the date of absence. A maximum of three days absence per year, either consecutively or cumulatively will be authorised.

Leave of absence for holiday

The Department for Education document "School attendance: Departmental advice for maintained Schools, academies, independent Schools and local authorities" published in November 2013, removes references to family holiday and extended leave. The amendments make clear that Headteachers may **not grant any leave of absence during term time** unless there are exceptional circumstances.

This rule will extend to girls in all year groups. **Please be aware, therefore, that no absence taken for a family holiday will be authorised.** Any time taken during term time for a family holiday will be recorded as unauthorised.

For any leave of absence, permission should be requested from the Head of the Preparatory School in advance, in writing.

Unauthorised absence

The school is bound by Department for Education regulations which now regard all unauthorised absence as truancy. Absence is classified as unauthorised in the following cases:

- If the reason for absence is unacceptable to the school.
- If the pupil does not bring a written explanation of absence from a parent.
- Unauthorised absence is noted in a pupil's individual school record.

Leaving school early

Only on rare occasions do we allow girls to leave school early to attend medical appointments. Girls are not released early to attend activities or parties.

Attendance and Local Authority Reporting

In line with national attendance guidance and statutory requirements, schools are now required to share certain attendance information with the Local Authority and the Department for Education

(DfE). This is part of a national approach to identifying and supporting pupils who may be struggling with attendance.

We are required to report:

- **Unauthorised absence**: If a pupil is absent without a valid reason for **10 or more school days** consecutively, within any 10-week period.
- **Long-term illness**: If a pupil is absent for **15 or more days due to illness**, whether consecutively or cumulatively.
- **New admissions and removals** from the school roll that happen outside of standard transition points (e.g., starting or leaving during the school year).

These reports are shared with the Local Authority to ensure that the appropriate support can be offered to families where needed, and to fulfil the school's safeguarding responsibilities.

We kindly ask that parents:

- Inform the school **as early as possible** about any planned absences or illnesses.
- Provide relevant medical documentation for longer periods of illness, where possible.
- Work with us in supporting regular attendance and engaging with any support offered by the school or local services.

Our aim is always to work **in partnership with families** to support each pupil's full engagement with school life. Please don't hesitate to contact the school office or our attendance lead if you have any questions or need help with attendance concerns.

BEHAVIOUR POLICY

The school aims to ensure that effective teaching and learning take place both in the curriculum and in enrichment activities. We expect a very high standard of self-discipline and behaviour, from our pupils, a positive approach to studies and a co-operative and supportive relationship with peers and staff.

Parents are asked to work in partnership with school staff to assist in maintaining high standards and to take responsibility for the behaviour of their daughter both at school and while travelling to and from school. We also ask you to ensure that your daughter is familiar with the Pupil Code of Conduct and classroom expectations, which are included at the end of this section.

Staff will aim to create a supportive learning community through:

- Establishing good order and discipline in classrooms and all other areas of the school.
- Developing pupil self-esteem and self-discipline.
- Setting high personal standards and thus promoting amongst pupils a proper regard for authority.
- Establishing positive teacher-pupil relationships based on mutual respect.
- Ensuring equality of opportunity and treatment for all.
- Ensuring that responses to both negative and positive behaviour are consistent across all staff.

- Monitoring the impact of learning difficulties and disabilities on behaviour to ensure early intervention.

- Providing a safe environment for staff and pupils free from disruption, bullying and any form of harassment and aggression.

- Building constructive relationships with parents and guardians and involving them in implementing the school's behaviour policy. We also encourage parents to attend forums when they are arranged.

Behaviour Policy: Code of Conduct

This Code of Conduct applies to all pupils from **Reception to Year 6**, and must be followed:

- In school and around the school site

- When travelling to or from school

- When attending school trips or residential visits

- When representing the school in public, such as at sports fixtures or events All pupils must do their best to benefit from the opportunities that are offered in our school. In speaking and responding to others, all pupils must respect the normal conventions of polite and civilised society.

- All members of our school must respect the human rights of others and have regard for the well-being and academic progress of fellow pupils.

- Each member of our school must behave in a way that allows herself and others to work successfully, without disruption, safely and with enjoyment.

- All members of our school must have regard for the health and safety of themselves and others.

- All members of our school must respect and take responsibility for property – their own property, other people's property and the school's property.

- All members of our school must do their best to maintain the highest possible reputation, both for themselves and for the school.

Behaviour Policy: (Golden Rights Principles)

For all school-related activities: in school, on trips, and when representing the school

In the Preparatory School, we are proud to be a **UNICEF Rights Respecting School**. This means that everything we do is guided by the principles of the United Nations Convention on the Rights of the Child (UNCRC). Our school community follows our **Golden Rights Charter**, which helps us to learn, grow, and live in a respectful, responsible, and safe environment.

- Do be gentle; do not hurt anybody.

- Do be kind and helpful; be polite, considerate and co-operative at all times. Do not hurt other people's feelings.

- Do work hard; do not waste other people's time.

- Do look after your property; show respect for your own class possessions and those of others. Take care of the classroom equipment and environment; do not intentionally damage or break your/school's/other's belongings.

- Do listen and follow instructions; listen to and follow adults' instructions. Listen to the views of others without interrupting them. Do not interrupt, shout out or be rude.

- Do be honest; do not cover up the truth.

- Do follow all instructions given by your teachers with respect to digital devices

Behaviour Policy: Rewards and Sanctions

Rewards

In the Preparatory School, several schemes are operated which seek to reward pupils for their good behaviour, commendable efforts, academic achievement and good citizenship. These rewards include house points, school values stickers, merit badges, special certificates of commendation, signing of the Head of the Preparatory School's Commendation Book and special letters of commendation from both the Head Mistress of the School, and from the Head of the Preparatory School.

The girls also have opportunities to take part in a range of activities, for which many receive certification from awarding bodies external to school.

Sanctions

If a pupil misbehaves and breaks the School's Code of Conduct, sanctions will be applied fairly and consistently. Initially this will take the form of a discussion with the class teacher. Further to this, if there is no improvement after due warning and encouragement, we operate an approach to applying sanctions using the following steps that encourage a pupil to develop her skills of self-reflection and emotional regulation.

Any girl found to be breaking the Pupil Code of Conductor behaving in an inappropriate manner, after due warning, will be given time to reflect on their behaviour with the application of a "Grey Card".
For repeat or further offences, a girl will be given a "Yellow Card" which involves behaviour monitoring strategies overseen by the Lead Assistant Head of the Preparatory School. More serious misdemeanours or repeated behaviour after a yellow card, will result in a "Red Card"; she will report to the Head of Preparatory School and parents will be contacted to discuss both the sanction and strategies for improvement.

If a problem is persistent or more serious, the matter will be referred to the Head of Preparatory School immediately. Where there are serious concerns about behavioural issues, parents are contacted at an early stage, to resolve the problem through an agreed plan of joint action.

The Pupil Code of Conduct and the Golden Right Principles listed above provides a list of our expectations. The Preparatory School does not allow corporal punishment, but schools have the right to restrain pupils, to prevent them from causing injury or damage to themselves or others. We do not expect to have to implement this facility. Please also note the school's policy on exclusion and expulsion. We are confident, however, that this will be a very rare occurrence. Each class will also create their own class charter in September, this is based on The Rights of the Child; developed by Unicef. Our Preparatory School currently holds Gold level accreditation as a Rights Respecting School.

For further details about sanctions, parents have access to the Preparatory School's *Behaviour, Discipline and Pastoral Care Policy* online: it can be found on the school's website; please see the dropdown menu under the *"About Us"* tab; "*policies*" link.

BREAK AND LUNCH

- Healthy snacks of fruit and a carbohydrate product such as bread sticks or crackers are provided for all of the girls each break time free of charge.

- Milk is available free of charge for girls in Reception and KS1.

- **We operate a nut free environment; no foods or snacks containing nuts, sesame seeds or traces of either should be brought into school.**

- Girls are allowed to bring bottles of water to school and these will be stored in the classroom. Bottles should not be filled with juice. **Chewing gum and sweets are not allowed in School.**

- **Celebratory cakes or sweet treats are not permitted to be brought into School.**

- At lunchtime, the girls go to the school dining room for their meal, except Little Ivies who are provided for in the Prep School. Girls are expected to eat lunch with polite table manners. If your daughter has any dietary requirements for medical or religious reasons, please contact the Head of the Preparatory School.

- Girls are also permitted to bring an additional healthy snack, as above, whilst they are waiting for after-school clubs to begin or for the bus room. Please ensure that this snack adheres to our nut-free environment and that no unhealthy snacks are brought into school such as crisps, chocolate or packets of biscuits.

BULLETIN

The Weekly Bulletin is issued electronically to staff and parents each Friday. This features a welcome from the Head of the Preparatory School, future calendar dates, sporting results and notices to parents, along with a celebration of pupil achievements. Each year group also has a page which is updated weekly by their teachers to showcase activities which have taken place during the week.

BULLYING

- The emotional distress caused by bullying is treated very seriously in the Preparatory School. We investigate bullying as soon as it is reported to us.

- Bullying is targeted behaviour which has the deliberate intention of making a child feel threatened, unsafe or unhappy. It is usually part of a pattern of repeated behaviour, rather than an isolated incident of unpleasantness.

- Pupils are encouraged to report any bullying to a member of staff as soon as it happens. We ask parents to reinforce this. We try our best to be supportive, and to deal with incidents sensitively.

The following types of behaviour are regarded in the Preparatory School as bullying:

- The use of behaviour or body language which others find threatening or hurtful.
- The use of physical aggression in any form.
- The use of exclusion from friendship groups as a means of intimidation and hurt.
- Name calling because of ethnic origin, nationality, religion or belief, sexual orientation or some form of disability.
- Spreading rumours.
- The use of technology deliberately to upset someone else – cyberbullying.
- Persistent teasing.

Cyberbullying

- Cyberbullying is defined as the use of technology deliberately to upset someone else. It may include threats and intimidation, repeatedly sending unwanted texts and instant messages; defamation and spreading rumours; exclusion or rejection by fellow pupils; impersonation; manipulation; the sending of unauthorised private information or images.

- Unacceptable on-line behaviour includes posting on social media harmful messages as well as posting content that causes harm and includes the use of AI to generate deepfake images and/or the distribution of such images.

- The following technology may be involved in cyber bullying: mobile phones, Instant Messenger, chatrooms and message boards, email, social networking sites, personal web sites, defamatory online polling web sites, web cams, video hosting sites, virtual worlds and gaming sites.

- The school expects that its students will not use technology outside School as part of cyberbullying and that both pupils and parents will co-operate with any reasonable investigation of that technology by the school. The law recognises that there is no longer a clear boundary between behaviour within a School and the external behaviour of its pupils.

- Smartphones, personal tablets and smart watches are not permitted in the Preparatory School. For girls travelling to and from school on the bus, mobile phones will be authorised but they should not be internet-enabled. These should be handed in on arrival to school and will be handed back once the girls are in the bus room.

Procedures for action

- If a pupil is being bullied or if she witnesses the bullying of another pupil, she should tell her teacher. If she is unwilling to approach us herself, parents are asked to contact the Head or Deputy Head of the Preparatory School.

- The Head or Lead Assistant Head of the Preparatory School and/or the Class Teacher will talk to the pupil about the bullying incident(s) and then to those involved in the alleged bullying. Statements will be taken from other pupils who may have witnessed incidents.

- If it is proven that bullying has taken place, the bully will be confronted with the consequences and given an opportunity to reflect on their actions. Serious incidents will be punished. Persistent or violent bullying may require suspension or expulsion. Parents will be informed.

- In the Preparatory School, we strive to create a caring, concerned, sympathetic ethos in which all members are respected. We emphasise to all pupils that bullying is unacceptable and address this issue in the academic curriculum, particularly in PHSE lessons, RE lessons and assemblies. We also ensure that there are plenty of activities and games for the pupils at playtime and that they are supervised by the staff. It should be remembered, however, that children do fall out, and that some accusations of bullying will turn out to be unjustified. Even so, all concerns will be investigated.

- Parents have access to the Preparatory School's *Anti-bullying Policy* online: it can be found on the school's website; please see the drop-down menu under the "*About*" tab; "*Policies*" link.

BUS CODE OF CONDUCT

The Heads of four independent schools which share coach transport have agreed a common code of conduct which summarises the standards we all seek to maintain amongst our pupils on public transport. The schools will support the bus operator in banning persistent or serious offenders from using the bus. A separate 241 bus service to Altrincham, Hale and Bowdon currently provides a service for girls aged 4 to 18 years and is supervised by an adult.

- Pupils should always treat the driver and other passengers with respect.

- Wherever possible, pupils should remain seated, unless disembarking.

- Smoking and the possession or use of alcohol or illegal substances is strictly forbidden.

- Pupils should create a bully-free environment, avoiding any of the following behaviour:

- verbal abuse
- threatening, intimidating or impolite behaviour
- abusive text-messaging

- physical assault
- theft or damage to property

Pupils must report incidents which breach the Code of Conduct to their parent or to the Head of Preparatory School.

CALENDAR

An electronic calendar of all Prep events can be found on the MHSG website. Updates are given to parents weekly in the Preparatory School Bulletin.

CHEWING GUM

Chewing gum is prohibited on the school site and on school visits. It should not be used on the journey to and from school.

CHILD PROTECTION AND SAFEGUARDING

The safeguarding policies of the school reflect the Children Acts of 1989 and 2004, which include the principle that "the welfare of the child is of paramount importance". They take note of recommendations for good practice in the Laming and Singleton Reports 2009 and have been further refined with reference to the 2026 government update of *Working Together to Safeguard Children,* and the 2026 updated publication, *Keeping Children Safe in Education.*

School staff have a responsibility to protect pupils from harm. The Children's Act gives the school the right to do what is reasonable in all circumstances for the purpose of safeguarding and promoting a child's welfare, and schools have a responsibility to work with the child, parents and colleagues, and with outside agencies such as social, health and police services, to create a safe environment.

The Head of the Preparatory School is the Designated Safeguarding Lead for the Preparatory School and she works with the Assistant Head responsible for Key Stage 2 (Deputy DSL), Assistant Head responsible for Key Stage 1 and EYFS (Deputy DSL for the Preparatory School), the School Nurses and the Pastoral Deputy Head of Senior School as the designated team for child protection at MHSG.

- **Parents who wish to report a child protection issue should contact the Head or Lead Assistant Head of Preparatory School, or the Head Mistress if the issue relates to the Head of Preparatory School.**
- All staff (both teachers and support staff), governors and volunteers undergo a Disclosure and Barring Service check to ensure that they are suitable and fit people to work with children. The school follows the current legal safeguarding procedures for recruiting and appointing staff, as in the government guidance *Keeping Children Safe in Education. (Sept 2026)*.
- Should a girl leave the school before the end of her compulsory schooling (up to the end of Year 13), parents are asked to notify us of the name and address of the next school which their daughter will be attending. Under recent legislation, we must provide the Education Authority with this information.
- The school's child protection policy is reviewed annually and is available to parents of pupils and prospective pupils. Parents have access to the school's *Child Protection and Safeguarding*

Policy online: it can be found on the school's website; please see the drop-down menu under the "*About*" tab; "*Policies*" link.

- Should parents decide for their daughter to be cared for by a responsible adult in their absence, we would ask that the dates and details of this arrangement be communicated to school.

COMMUNICATION

The primary point of contact for any concerns about your daughter should be your daughter's Class Teacher, via email or note in her planner; you can also ring the Preparatory School receptionist to make an appointment to see or speak to your daughter's Class Teacher, or to the Lead Assistant of Preparatory School if you have a concern that you feel your daughter's Class Teacher cannot address in the first instance. Staff contact email addresses are issued to parents at the start of each year.

Notices, dates, reminders and updates are emailed out for parents within the Preparatory School Weekly Bulletin, which further details the activities girls have been involved in, and the school's website. Where possible, all letters are sent electronically to parents and uploaded to the Preparatory School section of the school's website should additional copies be required. Consent for trips can be provided via ParentPay.

COMPLAINTS PROCEDURE

The school has a complaints procedure that outlines to parents the process for making a complaint. A copy of this procedure is available on request from the P.A. to the Head Mistress of the School, Mrs Jeys. Details of the number of complaints received in the most recent school year are also available on request. Specific complaints procedures regarding the Early Years Foundation Stage are detailed in the Preparatory School EYFS Parent Handbook; a copy of this is available on request from the Head of Preparatory School.

COMPUTING

Alongside the positive educational and social benefits offered by ICT, there are unfortunately some dangers, particularly for young people.

ICT offers the opportunity for pupils and parents to learn together, and E-safety is a topic which can encourage home-School links. As in any other area of life, young people are vulnerable and may expose themselves to danger, usually unknowingly, when using the internet and other technologies. This has become increasingly likely with the advent of mobile phones and integrated cameras, the use of which can lead to child protection and data protection issues, when photographs are distributed by a girl onto a social networking site.

Whilst adult supervision of children's ICT use is preferable, it is not always easy to achieve. Even if the use of "social networking" sites is blocked within Schools, young people will still be able to access them from home. School and parents play a key role in promoting E-safety. In conjunction with our ESafety training for girls in school, we ask you to alert your daughter to the risks she may encounter and help her to develop safe and responsible behaviours when using technologies, whether at School, at home or in any other setting.

Personal digital technology, including cameras, mobile phone cameras, camcorders and projectors must not be used by parents in school without the prior permission of the Head of Preparatory School. Use of mobile phones is prohibited in all areas of the school.

Parents have access to the Preparatory School's *ICT and E-safety Policy* online: it can be found on the school's website; please see the drop-down menu under the "*About*" tab; "*Policies*" link.

Please also refer to the Digital Devices section in the Handbook.

CONTINUITY OF EDUCATION

MHSG offers a seamless education from the EYFS at age 4 to Advanced Level at age 18. We hope that when the time comes to make decisions about secondary education you will choose for your daughter to remain at MHSG where she has already been happy and successful and where she is well known as an individual.

Our academic record is outstanding, and girls are taught not just how to achieve excellent examination results, but to enjoy learning for its own sake. The social skills and confidence that your daughter has developed during her time in the Preparatory School will continue to be nurtured in the Senior School and will form an excellent foundation for her to become an academically well-educated young woman, with highly developed interpersonal skills and a broad range of interests.

The Preparatory School offers education to girls from 3 to 11 years of age and is academically selective. It meets the needs of bright, enthusiastic, and inquisitive girls who thrive in the challenging and nurturing environment. Each class is supported by a Teaching Assistant (with one per class in EYFS/KS1 and one per year group in KS). Girls acquire a love of learning and develop the skills and attributes to ensure success in their education beyond the Preparatory School.

The admissions policy and procedures are designed to help parents decide if the Preparatory School is the right School for their child, as well as assisting the school in identifying children whom we believe will benefit from the education we offer.

Girls will be regularly monitored and assessed throughout their time as a pupil in the Preparatory School and provided that, in the professional opinion of the Head of Preparatory School and the Head Mistress, they have achieved the standards of academic attainment and conduct required for the Senior School, they will automatically progress to Year 7.

School provides an opportunity for parents to learn more about the entrance examination and transferring to the Senior School in preparation for transition. Currently, girls in the Preparatory School will be required to sit the Senior School Entrance Test in January of their last year in the Preparatory School (Year 6) as this provides valuable information to ensure a smooth transition; furthermore, their scores will allow them to be considered for an academic scholarship or, if eligible, for bursary assistance.

It is recognised that financial pressures may mean that some parents feel they need to consider taking up a place in the state sector or applying to more than one School to maximise the chance of a bursary award. All Year 6 pupils will also be interviewed by the Head Mistress as part of the entrance process.

Naturally, we hope that in all other circumstances parents will not feel it necessary to apply to other schools. However, we do recognise that choosing your daughter's secondary school is one of the most important decisions you will ever make.

If you are considering alternative schools, we would ask that you contact the Head of Preparatory School or the Head Mistress, as they are keen to ensure we are offering you all the information and support you need to make this important decision. Experience has shown that it can be disruptive and unsettling for girls to sit a number of entrance examinations and for them to have to attend different interviews, and to be absent from School to do so.

The following procedure should be followed if parents choose to apply to another School:

- The Head Mistress of the Senior School must receive in writing notification of your intention to apply for a place at another School at 11+.
- We will be asked to write a reference for the other school, so it is important that this written notification is received by the end of October in Year 6.

Bursary Awards in the Senior School
A small number of bursaries are available, which provide financial assistance to enable girls whose parents could not otherwise afford the fees to enter the Senior School at 11+. Bursaries are awarded on the basis of financial need as well as academic merit. Parents will be expected to provide detailed financial information when applying for a bursary. The amount of money available for such awards is very limited. Bursary awards are means-tested every year to ensure continued qualification.

Scholarships in the Senior School
A scholarship is different from a bursary award. Scholarships are awarded for academic, musical or sporting excellence. The maximum value of a scholarship in the Senior School is half the current tuition fee, but most awards are for smaller proportions. Scholarships are awarded for the entire School career of a pupil conditional upon satisfactory performance. Girls in the Preparatory School are eligible for all scholarships if they are committed to transferring to the Senior School.

CURRICULUM

The Preparatory School offers a broad and balanced curriculum which offers a wide range of exciting and engaging learning experiences. The development of key skills in English and Mathematics receives a high priority throughout the Preparatory School. The girls are taught by their own Class Teacher for most subjects. There are specialist staff to teach Music, Swimming, Physical Education and Languages. Further details of the curriculum will be presented on the Curriculum Information evening in September.

Early Years Foundation Stage

(Please also see separate Parent Handbook for the EYFS at MHSG; a copy of the Preparatory School EYFS policy is also available on request).
The curriculum in our Reception classes is based around the Early Years Foundation Stage (EYFS) Curriculum 2026. Teacher led activities and planned opportunities for independent learning and exploration through play ensure pupils achieve and exceed the Early Learning Goals by the end of the Reception year. Learning is based around:

Three Prime Areas

These areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Four Specific Areas: through which the three Prime Areas are strengthened and applied.

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design.

Key Stage One (Years 1 and 2)

- The subjects taught include English, Mathematics, Science, Computing, Religious Education, History, Geography, French, Art, Design Technology, Music, PHSE and Citizenship and Physical Education (including swimming).

- The year group staff team work closely together to provide parity of curriculum delivery and enrichment across the year group.

Key Stage Two (Years 3, 4, 5 and 6)

- The pupils cover the same subjects as Key Stage 1, with the addition of Mandarin and the languages carousel of French (Year 3), German (Year 4), Latin (Year 5) and Spanish (Year 6).

- The year group staff team work closely together to provide parity of curriculum delivery and enrichment across the year group.

CURRICULUM ENRICHMENT

Workshops, visits, residential trips and events are organised to enrich the curriculum. Our successful events include themed days, charitable, music, dance and drama activities. Visiting speakers and parents are also invited into School regularly to talk to year groups. In KS2, we have a weekly Enrichment programme, where girls take part in a variety of activities outside of the curriculum for 4 week blocks before moving to a new activity. Examples of Enrichment activities include First Aid, Community Project, Pupil Voice, Charitable Endeavours, DIY, Personal Finance and Outdoor Learning. Residential trips are offered for all girls in Years 3-6.

DATA PROTECTION

- We should like to be able to include photographs of our students in our displays and publicity materials (such as the prospectus, High Flyer, the Weekly Bulletin, the School website, promotional DVDs and press releases), and to film students engaged in learning activities such as role plays and presentations. Names are used only where appropriate, for example in celebrating a student's individual achievement. Personal details and home address do not appear in these promotional materials.

- If you would prefer us not to include your daughter in the school's promotional material, please inform Prep Reception in writing as early as possible in September, also requesting an acknowledgement of your letter. Please also ensure that your daughter is aware of this, so that she does not inadvertently volunteer to have her photograph taken. Please also complete the Photography & Filming Consent Form provided.

DIGITAL DEVICES

In the Preparatory School we are proud to support the principles of 'Smartphone Free Childhood', a growing movement committed to delaying smartphone use in children until at least Year 9. The core principles of this initiative are:

- Childhood is precious – we want our children to have time and space to be fully present in the world around them.
- Smartphones are not just phones – they are powerful devices with access to the internet, social media, and messaging platforms that can affect mental health, learning, and relationships.
- Delaying access is easier together – by working in partnership, families and schools can provide a consistent and safe environment for children to thrive.

In line with these values, pupils are not permitted to bring mobile phones or any internet-enabled devices into school. Girls who travel to school by bus and who have a phone for the purposes of communication with their parents must hand this in on arrival at school. This phone **must be a basic, non-internet-enabled mobile phone (commonly known as a 'brick phone' or analogue phone).** This phone will be stored securely until it is returned to the pupil in the bus room at the end of the day.

Digital devices, including but not limited to mobile phones, smart watches, and tablets, are not permitted on day trips or residential trips under any circumstances. We firmly believe that the value of these educational experiences is greatly enhanced by a complete freedom from digital distractions. Any device of this kind that is found will be removed.

We respectfully ask parents not to conceal tracking devices such as Air Tags in their daughter's belongings during the day or while on days trips or residential trips. Doing so may compromise the privacy of others and poses a safeguarding risk, particularly for vulnerable pupils. Any device of this kind that is found will be removed.

We are grateful for the continued support of our parents in upholding these guidelines, which are rooted in our commitment to safeguarding, pupil wellbeing, and a meaningful, present focused childhood.

DISCOVERY PASSPORTS

Every pupil will be issued with a Discovery Passport to work towards during the academic year, encouraging girls to take part in a variety of different outdoor activities. The passport encourages girls to develop a greater understanding and connection to the natural environment, learn new skills and develop a sense of awe, wonder and curiosity about the world in which they live whilst having fun at the same time. The activities have been divided into different strands – Natural World, Adventure, Safety, Community and Healthy Living.

It is not compulsory to complete the full passport, but pupils will be encouraged to do as much as they can. Some of the activities will be completed in school time as part of the curriculum whilst others can be completed at home with family or friends. Some of the activities are more challenging than others but pupils will be expected to complete all the activities to achieve the award at the end of the year.

As girls complete the activities, they will need to evidence what they have done. This may be in the form of photographs, drawings, maps, written accounts, statements or other proof, in addition to reflecting on what they have learnt, what they would do differently and how they felt.

EDUCATIONAL VISITS

- Each class has the opportunity to participate in a number of off-site educational visits during the year, to support and enrich the class work. The pupils visit a wide range of places of interest, as well as participating in field trips, sports and musical activities.

- Detailed planning and preparation is carried out for each visit, including risk assessment, under the direction of the Head of Preparatory School. All students are insured for personal accident under a scheme arranged by Marsh UK Ltd.

- If your daughter wishes to take part in an off-site activity, it is essential that you give consent for the particular visit well in advance of the trip. Consent may be provided via ParentPay. Without signed consent, your daughter may not take part in the visit. We regret that a telephone call or email will not suffice.

EMERGENCY COMMUNICATION

It is vitally important that should we need to contact you regarding your daughter, we can. Therefore, please can you ensure that the contact details submitted for you, as parent/parents or carers, and named others, are up to date and functioning. If you need to contact your daughter for an emergency, please telephone the school. The receptionist will take the message to your daughter's class teacher. Girls will not be removed from class to speak to parents who telephone the school.

ENGLISH AS AN ADDITIONAL LANGUAGE

We are proud of the many different languages spoken by our pupils. It is helpful to know about a girl's home language, and we may conduct questionnaires from time to time to acquire this information.

If you feel that your daughter may benefit from extra support in English to raise her academic performance, you should talk to Mrs Gibbons, Head of Preparatory School.

EQUALITY OF OPPORTUNITY AND TREATMENT

Manchester High School for Girls is committed to building an inclusive and fair community in which there is mutual respect and equality of opportunity and treatment for all. The individual's rights and responsibilities to others underpin all relationships.

All members of the school community will work to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equal opportunity and
- Foster good relations within the school community

The following is a summary of the School's Equality Policy:

Governors, staff and pupils will:

- Promote the principles of fairness and justice for all;
- Develop in all members of the school an understanding of, and respect for, cultural, linguistic, religious and physical diversity within the school community;
- Promote integration;
- Work to eliminate harassment and discrimination against students or staff on the basis of:
  - Age
  - Disability, physical or mental
  - Dress
  - Gender
  - gender reassignment
  - Language
  - Marital status (staff)
  - Pregnancy or maternity
  - Race; colour; nationality; ethnic or national origin
  - Religion or belief
  - Sexual orientation
  - Social group
- Work towards ensuring that all pupils and staff have equal physical access to the full range of educational and employment opportunities, facilities and services provided by the school curriculum and extra-curricular activities;
- Provide, within financial constraints, appropriate food for all members of the school community in terms of race, religion, health and personal conviction;
- Reduce the potential for prejudice through low self-image by providing positive educational experiences with frequent opportunities for encouragement, praise and reward;
- Ensure that all staff and all students respect each other's personal space, avoiding physical, verbal and emotional abuse of others;
- Challenge stereotyping and prejudice whenever it occurs.

The school gives guidelines to pupils within the Pupil **Code of Conduct.** All pupils should be aware that offensive comments or incidents will not go unchallenged, whether these are simply made due to a lack of care, or whether they are calculated to cause distress. Examples of discriminatory behaviour include: -

- physical attacks of a discriminatory nature;
- physical threats of a discriminatory nature;
- provocative behaviour such as the wearing of offensive badges or insignia;
- introduction of offensive materials such as magazines or leaflets;
- offensive photographs, graffiti or any other written insults in text messages/ internet sites/ emails;
- incitement of others to behave in an offensive way;
- verbal abuse including name-calling, offensive jokes and mimicry;
- any disrespect towards differences in food, music, dress, language/ regional accent or customs;

- refusal to co-operate with other people because of their race, religion or belief, culture, social background, age, appearance, gender, sexual orientation or learning disability.

EQUIPMENT

Stationery is provided for girls in EYFS and Year 1.

In **Year 2 and throughout KS2**, some stationery is provided, but it is better for your daughter to have her own equipment, **all clearly named**:

- 2 small pencil cases, one for basic writing tools and one for crayons
- 2H or HB pencils
- a pencil sharpener (preferably one which retains the shavings)
- a rubber
- a set of good quality pencil crayons
- a set of fineliner pens** Δ
- 2 highlighter pens Δ
- blue ink pen (E.g. Berol handwriting pen or Stabilo easy originals ergonomic handwriting pen)* Δ
- a solid glue stick (e.g. Pritt)
- 30cm ruler – (not foldable)
- an A4 plastic envelope/folder for homework Δ
- regulation long-sleeve overall for Art and Design Technology
- a 180° protractor** Δ
- a pair of compasses to use with a small pencil** Δ

A copy of the following would be useful to have at home for homework purposes:

- The Oxford School Dictionary ISBN: 978-0-19-274710-5 Δ
- The Oxford School Thesaurus ISBN: 978-0-19-274711-2 Δ

(Hardback versions of these are also available)

School planners and reading books should be brought into school every day and taken home each night.

Δ Not required in Year 2
* Not required in Year 3
**Not required in Year 3 or 4

EXCLUSION, SUSPENSION, REMOVAL AND EXPULSION

In the independent sector, **exclusion** is defined as being when a student is not allowed to return to School while fees are unpaid. Unless there is a written agreement about delayed or staged payments between the parent and the school, students for whom fees are outstanding may not return to School. In this case, the Head Mistress will inform the parents /legal guardians.

Removal is defined as being when parents are required to remove a student permanently from the school if, after consultation with the parents and if appropriate the student, the Head Mistress is of the opinion that:

- by reason of the student's conduct, behaviour or progress, the student is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the school; or
- if the parents have treated the school, members of its staff or any member of the school community unreasonably.

Those breaches of school discipline that do not require expulsion, but, in the opinion of the Head Mistress, require that a student must leave the school permanently might include; continued lack of application to academic study, in lessons or homework, despite warnings; poor attendance; endangering the safety of members of the school community through reckless action; continued poor behaviour; a serious breach of discipline under the terms of the school contract with parents or criminal law.

In such cases, there will be discussion with parents (and with the student if she is of sufficient age and maturity) to help them understand why the student cannot remain. The leaving status of the student and the help that will be given in finding a new school to make a fresh start will also be discussed by the Head Mistress with the parents.

Expulsion is defined as immediate dismissal from the school. (This is known as exclusion in the maintained sector.) It is recognised that expulsion may stigmatise a student and the school make every effort to deal with a student's error of judgement in other ways. However, the main categories of misconduct which may result in expulsion or removal include but are not limited to:

The main categories of misconduct which may result in expulsion or removal include but are not limited to:

- Supply/possession/use/misuse of drugs and solvents or substances intended to resemble them, or alcohol or tobacco. 'Drugs' has a broad definition but is defined here as controlled drugs, prescription and non-prescription drugs and medicine, substances or compounds resembling drugs, substances or compounds referred to as 'legal highs'.
- theft, blackmail, physical violence, intimidation, racism or bullying
- misconduct of a sexual nature; supply or possession of pornography
- possession or use of firearms or other weapons
- vandalism or computer hacking
- persistent attitudes or behaviour which are inconsistent with the school 's ethos
- other serious misconduct which affects the welfare of other pupils and / or members of the teaching and non-teaching staff or which brings the school disrepute (single or repeated episodes) on or off School premises.

Other serious or repeated breaches of the school's behaviour policy may lead to a student being suspended by the Head Mistress for a fixed period of time. A suspended student will not be allowed to attend lessons.

Internal suspension will require a student to attend School, but to work away from other girls, usually under the supervision of a senior member of staff.

External suspension will require a student to remain at home, under the supervision of a parent, and complete work set by the school.

Following suspension, a student may be placed on a Behaviour Contract. Failure to comply with the terms of this contract is likely to lead to expulsion.

The Expulsion, Removal and Review Policy is available on request from the Head Mistress's PA.

EXTRA-CURRICULAR AND ENRICHMENT ACTIVITIES

- In the Preparatory School, girls have the opportunity to develop their special interests and talents through a broad range of extra-curricular and enrichment activities which take place before School, during the lunch hour and after School.

- A full list of activities available are provided each term. Please contact Prep Reception for more information or queries.

- To register for an extra-curricular activity, parents will need to sign up.

- Most activities are free, however for some there is a charge if provided by an external coach. Payments should be made using ParentPay **before** the activity block commences.

- All extra-curricular activity dates are on the Preparatory School calendar on the school's website and dates will be issued to parents termly.

- In the event of an activity being cancelled at short notice, parents will be informed. If the cancellation for an after-school club is on the day, pupils may go to After School Club, for the duration of the planned activity, without charge.

- Extra lessons in Speech and Drama and/or Music, leading to LAMDA or Associated Board examinations, are available as additional options. To register for these, please complete a Speech and Drama or an Instrumental Lessons application form, please contact Prep Reception for a form.

- Whilst the girls are encouraged to take part a range of extra-curricular activities, it is also important that they are not overloaded. As a guideline, we recommend one lunch time club and one after school club as a minimum. However, we do appreciate that not all girls will be able to stay in school for after school clubs.

- Girls who attend activities and practices are expected to attend on a regular basis.

Behaviour Policy: Extra-curricular Expectations

- Wear suitable clothing and change in the classroom before the activity starts. Look after belongings.

- Be ready for the activity on time.

- Bring a healthy snack and drink to the activity room if required (no unhealthy snacks).

- Listen to and follow the activity leader's instructions.

- Ask questions politely if unsure of the instructions or task. Raise your hand to answer or to ask a question.

- Always behave sensibly.

- Be polite, considerate and co-operative always.

- Work well with others as part of a team.
- Take care of the equipment and environment.
- Tell the activity leader in advance if unable to attend an activity. Pupils may lose their place if they do not attend an activity three times within a half term without a valid reason.

HEAD LICE

Head lice infections are very common in primary settings and can be difficult to manage unless everyone accepts responsibility to monitor their child regularly. If your child does have head lice, please treat immediately and contact us. We will then send out a general letter to parents so they can monitor and treat their daughter's hair to prevent further infection.

HOMEWORK

The importance of hearing your child read daily and discussing the text with her throughout her time in the Preparatory School cannot be emphasised strongly enough; this is a lovely opportunity to talk and share something of interest with your daughter, but it also significantly develops their level of reading alongside the reading skills they will use throughout the curriculum.

In **Key Stage 1**, homework will mainly consist of reading, learning spellings, sentence work using the weekly spellings in context, number facts and mathematical challenges, but may also include more formal work to develop skills in Mathematics and English. This will be approximately 15 minutes per evening in Year 1, plus daily reading, rising to approximately 20 minutes per night plus daily reading in Year 2; weekend work across Key Stage 1 will total up to 30 minutes.

All girls in **Years 3 to 6** have a planner in which they write down their daily homework. Parents may also use the planner to write a note if their daughter has had any difficulty with the set tasks, or to communicate messages. In Key Stage 2, homework will consolidate learning done in class, extend learning through research and prepare for future learning, developing their time management skills. The homework allocation is as follows: -

Year 3
30 minutes on Monday, Tuesday and Thursday nights. 30– 40 minutes at the weekend

Year 4
30-45 minutes on Monday, Tuesday and Thursday nights. 40 – 50 minutes at the weekend

Year 5 and 6
45-60 minutes Monday, Tuesday and Thursday nights. 60 – 70 minutes at the weekend

Wednesday night is designated a "no homework set" night for children in Key Stage 2. Although no new homework will be set, children will be encouraged to manage their time and use this as an opportunity to read, learn spellings and revise TimesTables.

Pupils in Key Stage 2 who do not complete a homework assignment, will be expected to make up the work missed during free time, either in School or at home, as advised by their Class Teacher. In order to model correct learning behaviours regarding home study and time management, class teachers will use the disciplinary card system if a pupil consistently forgets or fails to complete

homework. *(For further details of the disciplinary card system, please refer to the MHSG Preparatory School Behaviour, Discipline and Pastoral Care policy; available for parents on the school website).*

Holiday Homework: pupils will be encouraged to read widely in the holidays; work may also be set as part of a support or consolidation programme agreed with parents; children will be encouraged to do research projects to promote independent learning. Mathematics and English revision and consolidation homework tasks may be set during longer holidays for all pupils.

Homework set during absence: When pupils are absent due to illness, they will not be expected to complete homework missed.

HOUSE SYSTEM

There are four houses in the Preparatory School and each girl is assigned to a house. The houses are named Behrens, Gaskell, Roby and Darbishire after founders of the school. Girls are given house points which are added together for the weekly awarding of the Key Stage 2 House Point Cup and Key Stage 1 House Point Bear, Sylvia.

The aims of the school house system are to enhance the sense of community across the school; to increase opportunities for teamwork across the year groups; to offer leadership roles for our older girls; to encourage friendly competition, on a collaborative basis; and to achieve house points. Girls can also earn house points through participation in house activities, effort in their academic subjects and for exceptional conduct/service within School. Siblings are usually placed in the same house.

ILLNESS

We request, if your daughter is unwell, she remains at home until she is better. If a pupil has vomited or experienced diarrhoea, we do not expect them in School until **she has been 48 hours symptom free.** If your daughter has sickness and/or diarrhoea during the school day, you will be contacted and asked to collect her as soon as possible. This is to prevent further infection.

If we have concerns about any illness in the Preparatory School, we will inform parents.

JEWELLERY

- Girls may wear one pair of matching, plain gold or silver stud earrings, one in each ear lobe. Girls may wear a simple watch (not Smart watch, the prep School considers any watch with extended functionality, beyond telling the time to be a Smart watch and these should not be worn). Expensive jewellery should not be brought to School and parents are asked to ensure that this rule is followed. Jewellery and badges unrelated to School should not be worn on jacket lapels or other clothing.

- Facial jewellery (for example, a nose pin) is not permitted and students will be asked to remove such items immediately. Students may be withdrawn from lessons if they are unable to remove unauthorised jewellery and in this case parents will be asked to ensure its removal before their daughter is permitted to return to lessons.

- For PE lessons, earrings must be removed or left at home on PE days. If this is not possible, pupils should bring plasters to cover them to ensure safe participation in activities. For further details, please refer to the section on **Uniform.**

MEDICAL FACILITIES

- The School Nurse is usually in school every day of term from 9.00am – 4.00pm. She administers First Aid and looks after the girls if they become unwell. She also supervises arrangements for health checks, medical examinations and immunisations/vaccinations. She can advise on contact with other support services.

- Please note that the School Nurse works within the Code of Professional Conduct of the Nurses' and Midwifery Council. Information given to the School Nurse by a pupil or parent remains confidential to the pupil or parent unless permission is given to pass on that information. If your daughter is ill and needs to go home, a member of staff will telephone you so that you are able to arrange transport home for her.

- If your daughter needs to take medication during the school day, please send in the medicine in the original container, with the pharmacy label, instruction leaflet and a "Request for Medication" form, stating her name, nature of illness, name of medicine, time and the dates to be given. Details of a contact number would also be useful.

- Any medicines must be given to our Prep Receptionist, Miss Evans, who will arrange for the medicine to be stored securely. All medicines will be administered by Paediatric First Aid trained staff.

- Sometimes, it is necessary to hand medicines to the School Nurse, who will also be able to administer medicines to girls.

- The above does not apply to inhalers used by children with asthma who are encouraged to always have their named inhaler with them or their teacher.

- All new girls will be offered a medical examination and you will be informed of this nearer the time.

The following health services are provided: -

Reception

All new Reception pupils will have a routine screening with the School Nurse. Your daughter's weight, height, sight and hearing will be monitored.

MUSIC TUITION

- The Music School encourages girls to use their musical talents for group activities. Additional music rehearsals take place to prepare for extra special performances and some of these rehearsals take place before school, at lunch time or after school.

- Individual tuition is provided for the following instruments: piano, flute, recorder, oboe, clarinet, bassoon, saxophone, French horn, trumpet, trombone, percussion, violin, viola, cello, double bass, guitar, harp and singing.

- Lessons are usually on an individual basis, but it is possible to share lessons with another girl if a suitable partner can be found. Thirty lessons are given during the school year; these will normally be distributed unevenly between the three school terms, as the Autumn term is usually the longest.

- Pupils in Key Stage 1 have their instrumental lesson at a time that is convenient to the class teacher. Girls in the infants are escorted to and from their instrumental lessons, but it is important for parents to discuss these arrangements with the class teacher beforehand.

- Pupils in Key Stage 2 attend their instrumental lessons on a strict rota basis. This means that each week the pupil misses part of an academic lesson or part of a break, lunchtime or assembly time. The instrumental lessons are held at a different time each week so that the same curriculum subject is not missed too often. **The parents of any girl who intends to learn more than one additional subject (for example, music lessons, speech and drama lessons) should discuss it with her class teacher.**

- If you do not already possess an instrument, several local shops operate hire and buy schemes and school will be happy to offer advice if needed.

- We have a number of school instruments available for hire at a cost of approximately £24 per term. We have a good supply of all stringed and brass instruments, plus a limited number of flutes, clarinets, saxophones, oboes and bassoons.

- We do not have any facilities for girls who are learning the piano to practise in school. Therefore, girls are not allowed to take piano lessons unless they have a piano at home on which to practise.

- If you wish your daughter to have individual music tuition in School, please collect further information from the Preparatory School reception desk.

PARENT FORUM

The Preparatory School invites parents to a Parent Forum each term, sharing agenda items in advance, with the opportunity for parents to suggest future agenda items on issues they would like to discuss with senior members of staff.

PARENTPAY

ParentPay is the school's secure, online payment system. Parents should use ParentPay to provide consent and pay for School trips and extra-curricular activities that require an additional payment. Payment can be made using a debit or a credit card. There is also the option in 'Add Notes' to add any dietary or medical information which may be relevant. The trip leader will include this in their trip planning.

If the cost of a school trip is a modest amount, payment is made as a one-off payment. More expensive School trips can be paid for in instalments and the instalment plan will be sent out with the trip letter; this gives parents the chance to budget for a trip over a longer period of time.

Please see the final two pages of this booklet for guidance on how to use ParentPay.

PARENT PORTAL

Parent Portal is an online service for you to access key information about your child's progress at Manchester High School for Girls. Attendance data, school reports and information about achievements are accessible through your smartphone or tablet, or via a secure website on your PC. Please see details at the end of this booklet for further instructions.

PARENT TEACHER ASSOCIATION (PTA)

The school benefits hugely from the activities of the PTA and would welcome your participation. The Association aims to support the school by fund-raising, by organising social activities for families and by assisting with refreshments at school concerts and drama productions.

- The PTA operates a second-hand uniform shop which opens regularly during the year: details will be sent out via the Preparatory School Weekly Bulletin; dates for the second-hand uniform shop can be obtained from the Preparatory School reception desk.
- The PTA are always happy to welcome additional committee members, as some members step down from office as their children leave school to attend university. We particularly need parents who would be prepared to put forward new ideas for fund-raising social events and to be involved in events.
- Committee membership involves attendance at up to six evening meetings per year and help to organise and/or supervise events. Any parent who is interested should contact the School Reception for details.

PASTORAL CARE

- In the Preparatory School, emphasis is placed on creating a happy and supportive school where girls are encouraged to be confident and resilient, developing their special talents and striving to fulfil their academic potential.
- The basis of the School's pastoral system is the class teacher, who is the pupil's first point of reference if there is a problem or an issue. The staff in the Preparatory School aim to work in co-operation with parents to maintain high standards of achievement and effort, and to create a supportive community.
- Further details can be found in the Preparatory School's *Behaviour, Discipline and Pastoral Care Policy* online: this policy can be found on the school's website; please see the drop-down menu under the "*About*" tab; "*Policies*" link.

REPORTING TO PARENTS

- The Preparatory School greatly values the partnership with parents in the education of their daughters. We wish to foster this by giving parents the information they need to provide effective support for their daughter's progress. Opportunities for parents to meet their daughter's class teacher and the provision of progress reports are a regular feature of school life.

- A written report is sent home twice a year, in December and June.

- There are two Parents' Evenings each year, held in October and March/April for both Key Stages.

- If parents have any queries or worries, they are welcome to arrange an appointment to meet the Class Teacher, the Assistant Head (KS2), Mrs Bingham, the Assistant Head (KS1), Mrs Anderson or the Head of the Preparatory School, Mrs Gibbons. Similarly, if we have any concerns, we will contact parents to invite them in to discuss the matter and to agree on appropriate joint action.

- Parents have their own independent right of access to the official educational records of their children, under separate education regulations. Requests to see or receive copies of educational records should be made in writing to the Head of the Preparatory School.

SEARCHING PUPILS

Occasionally pupils may have their bags, desks and possessions searched when looking for items that have gone missing. In conducting searches of this type, we refer to the advice given by the DfE searching, screening and confiscation in Schools July 2023.

Searching

- School staff can search a pupil for **any item** if the pupil agrees.
- The Head of Preparatory School and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are: knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, any article that the member of staff reasonably suspects has been, or is likely to be used:

  ii. to commit an offence

  iii. to cause personal injury to, or damage to the property of, any person (including the pupil)

- The Head of Preparatory School and authorised staff can also search for any item banned by the school.

- Any search carried out by the Head of Preparatory School or authorised staff will have a witness to the proceedings.

Confiscation

- School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to School discipline.

We will inform parents immediately if the result of a search of this type finds any of the material listed above.

SECURITY OF PUPILS

Early Drop-off

Girls attending Breakfast Club must come to the KS1 Hall where they will be registered no later than 7:50. Additionally, on a flexible basis, pupils can be dropped off at school free of charge from 8.00am. Pupils will be signed in on the Infant and Junior playgrounds and supervised by Teaching Assistants. Pupils **must not** be dropped off before 8.00am for health and safety reasons. Registration is between 8.45-9.00am.

During School hours

All external doors are fitted with keypads or locks. Keypad code numbers are changed on a regular basis. The external gates are closed at 9.00am. After this time, entrance to the Preparatory School should be made through the security gate. Parents and others visiting the school are asked to sign in at the Preparatory School Reception, will wear an identification badge and will be fully supervised during their visit.

After 3.25pm

At the end of the school day at 3.25pm, parents collecting their children are asked to sign them out with the member of staff on duty at either the Infant Playground, if their daughters are in Reception, Year 1 or Year 2, or the Junior Playground if their daughters are in Years 3 to 6. Girls will be supervised until 4.00pm for parents who are collecting other siblings. After this time, they will be placed in After School Club, which incurs an additional charge. Girls who travel by bus are escorted by members of staff to the buses. Little Ivies are collected from their classroom.

If for any reason you need to change your daughter's travel arrangements, the Prep Reception and Class Teacher should be notified via email. Phone calls to change travel arrangements should be made only in an emergency and should be made as soon as possible.

SEESAW

Seesaw is an online website and app, which the EYFS and KS1 teachers use to create a portfolio for each girl to record and highlight girls' achievements. It is also a communication tool, allowing teachers to explain and upload homework tasks. Parents are also able to write messages and share photographs of work and activities with the teacher. Further details about Seesaw will be provided ready for Reception parents to use in September. If you have any queries about Seesaw, please contact your daughter's class teacher in the first instance.

SEND (Special Educational Needs and Disabilities) and LEARNING SUPPORT

- In-class learning support: this is for pupils who have missed work through absence or need extra help to understand some aspect of the curriculum. It is directed by the Class Teacher on a one-to-one or small group basis with the support of a Teaching Assistant.

- Specialist learning support: provision is also made for girls who may be identified as having a specific learning difficulty or disability that may require some additional support. This support is provided by the School Learning Support Teacher following an assessment of a

child's needs and involves the Class Teacher in identifying and planning for additional in-class support strategies and carefully monitored individual targets.

- After consultation with the Head of Preparatory School and the Learning Support Teacher, parents may choose to have an external Educational Psychologist make further assessment of their daughter: these girls will have an Individual Student Plan based on the report, to identify targets for the term. The Class Teacher and subject specialists are provided with advice on how to tailor their support for pupils. The Individual Student Plan summarises areas of strengths and areas of difficulty, sets targets for the pupil and is reviewed regularly**.**

In addition to the school identifying specific needs, parents who wish to discuss any learning difficulties with respect to their daughter should contact Mrs Gibbons, Head of Preparatory School. If parents have obtained specialist advice, for example from an Educational Psychologist, they are asked to provide the school with a copy of the specialist report.

SPEECH AND DRAMA

Girls from Year 2 and above are able to take Speech and Drama lessons either in a group, pair or solo. These lessons are given by specialist staff and are an excellent way of developing confidence and presentation skills. The girls study for the LAMDA exams, with considerable success, as well as taking part in local festivals.

Pupils in Key Stage 2 attend their Speech and Drama lessons on a strict rota basis. This means that each week the pupil misses part of an academic lesson or part of a break, lunchtime or assembly time. The lessons are held at a different time each week so that the same curriculum subject is not missed too often. **The parents of any girl who intends to learn more than one additional subject (for example, music lessons, speech and drama lessons) should discuss it with her Class Teacher.**

STAFF

A staff list, with a summary of staff qualifications, is available on request from the P.A. to the Head Mistress of the School, Mrs Jeys. A staff list for parent information will be circulated in September and there is a photograph display board in the Preparatory Reception area.

SUN PROTECTION

The sun's rays are particularly strong over the summer and can damage children's skin. During the Summer Term, pupils should wear a suitable sun hat in School colours (regulation School hats are available from Stevensons). Pupils should wear long-lasting sun cream applied at home at the start of the day, as staff are not allowed to apply sun cream to pupils. However, it is essential that girls are protected when they are outside on a warm day and (pupils may apply their own sun cream), brought from home in a secure, named container. **It must not contain any nuts or be an aerosol.**

TIMINGS OF THE SCHOOL DAY

- 7:30am Breakfast Club (Dining room)
- 8.00am Before School Care available in Infant / Junior Playground
- 8.40am The bell rings on the playground for the start of the school day
- 8.45-9.00am Registration
- 9.00am Assembly / Singing Practice / Form Time
- 3:25pm End of the School Day
- 4pm Any child not collected from the playground is signed into After School Club which incurs an additional charge
- 6pm End of After School Club

Litte Ivies

- 8.30am Start of School Day
- 3.00pm End of School Day

UNIFORM

All items of clothing and equipment should be clearly marked with the owner's name.

Preparatory School Uniform Regulations (Grey and Purple)

School uniform is compulsory. Core uniform items must be purchased and, where a regulation style is indicated, parents will need to buy this item from the school's uniform supplier, Stevensons. www.stevensons.co.uk

All items can be purchased online. We also stock some smaller items in school for purchase from Prep Reception. School does host Stevenson's pop-up sales during the year to enable parents to visit with girls so they can try on items for size. Dates will be publicised to parents in advance via email and weekly bulletin. We also have second hand uniform for sale in our PTA uniform shop onsite. Please contact Prep Reception for more information.

A high standard of personal appearance is expected from all Manchester High pupils and uniform should be clean and well maintained.

Sanctions may be imposed for infringements of uniform regulations. The Head Mistress reserves the right to send home any girl who does not comply with the school's requirements. The school will contact parents if this situation arises.

Students are required to wear the school uniform throughout the day, when travelling to and from School and on all occasions when they represent Manchester High off site.

All items of clothing and equipment should be clearly marked with the owner's name. Please be aware that pen can fade over time and labels can fall off so these should be checked regularly. Please can you also check that your daughter has her own belongings in case she has taken an item belonging to someone else by mistake.

Manchester High cannot accept responsibility or liability for the loss, theft or damage of personal property. Pupil's clothing, equipment and possessions are not covered by the school's insurance.

Core Uniform Items - Little Ivies

Black tracksuit bottoms (any retailer)
Black School logo sweatshirt
Purple polo shirt (any retailer)
Trainers
Wellington boots
Plain black coat (any retailer)
Plain blue overall (any retailer)
Change of clothes to be kept in school

Core Uniform Items

Blazer:	Regulation blazer with School logo. The blazer can be worn at any time throughout the year.
Pinafore dress:	Regulation pinafore dress for girls in Reception and Key Stage 1. This may also be worn in lower Key Stage 2 if preferred.
Skirt:	Regulation Manchester High tartan skirt for girls in Key Stage 2. The skirt must not be rolled around the waistband and all four of the decorative buttons must be visible. The skirt should be an appropriate length and must not be shorter than 6cm above the knee.
Blouse:	White collared blouse. The blouse must be worn tucked inside the skirt. Underwear should be white or cream so that it is not visible through the blouse. Parents can purchase a blouse from Stevensons or any retailer that sells a white school blouse.
Jumper :	Regulation purple, V-neck jumper
Tights and socks:	Plain grey, opaque tights or socks (any retailer). During the Summer term, girls should wear plain white ankle or knee-high socks with their summer dress. Plain white tights may also be worn. White leggings are not permitted.

Summer dress: Regulation purple and white summer dress, worn from the start of Summer term. Should we experience an unseasonably warm September at the start of an academic year, girls may return to School in their summer dress. Summer Legionnaire sun hats are also available. Alternative summer hats can be worn in School colours (white, purple, grey).

Shoes: Plain black, flat shoes. Pumps, trainers, wedges, platforms, stilettos or slip-on shoes are not allowed. Shoes made from suede or canvas, or those with a trainer style sole are not permitted.

Coat: Plain black coat with plain black buttons or zip opening (any retailer). Coloured trims and embroidery, logos, fur and faux fur, leather or suede jackets are not permitted. The coat must be of a size sufficient to fit over the blazer.
A black coat is available from Stevensons should parents wish to purchase this garment.

Scarf and hat: Pupils may wear a winter hat and scarf in School colours (purple, grey or black).

Smock overall: Plain black, grey, purple or dark blue long-sleeved overall for practical work in Art and Design and Technology.
Also worn at lunch by girls in Reception and Key Stage 1. The overall should be labelled inside with your daughter's full name.

Bag: Regulation book bag for girls in Key Stage 1 (a regulation satchel may be used for Y2 if preferred).
Regulation satchel for girls in Key Stage 2 (a regulation rucksack may be used if preferred).

Additional Items

Hair accessories: Hair should be worn in a simple and neat style. Long hair must be tied back and hair accessories should be purple, grey or black. A scrunchie in the School tartan is available to purchase from Stevensons.

Jewellery: Restricted to one simple watch and one small pair of matching plain gold or silver stud earrings. Expensive jewellery should not be brought into school, including Smart watches.

Wellington Boots: For Reception girls only – any colour and design.

Core PE Kit for EYFS/Key Stage 1

- Regulation purple polo shirt (regulation performance polo shirt may be worn for Y2 if preferred)
- Tracksuit bottoms
- Regulation sweatshirt
- Black fitted short-leg shorts (any retailer)
- Trainers (any retailer, velcro advised)

- White sports socks (any retailer)
- One-piece, plain black swimsuit from Year 1 (any retailer)
- Regulated swimming cap from Year 1 (any retailer) of a plain black, purple or white swimming cap.
- Towel from Year 1 (any retailer, an MHSG branded towel is available from Stevensons if preferred)
- Regulation rucksack from Year 1

Core PE Kit for Key Stage 2

- Regulation performance polo shirt
- Regulation midlayer
- Regulation skort
- Black tracksuit bottoms – (any retailer)
- Black baselayer leggings and/or black fitted short-leg shorts (any retailer)
- Regulation long games socks
- White sports socks (any retailer)
- Trainers with non-marking soles (any retailer, not fashion wear)
- Astroturf shoes (any retailer, not hockey or football boots)
- One-piece, plain black swimsuit (any retailer)
- Regulation swimming cap or a plain black, purple or white swimming cap
- Towel (any retailer, an MHSG branded towel is available from Stevensons should parents wish to purchase)

Equipment for Key Stage 2

- Tennis racquet of a size appropriate to the student (Summer term only)
- Hockey stick of a size appropriate to the student (Autumn and Spring terms only) • Shin pads
- Regulation rucksack

Optional Items for Key Stage 2

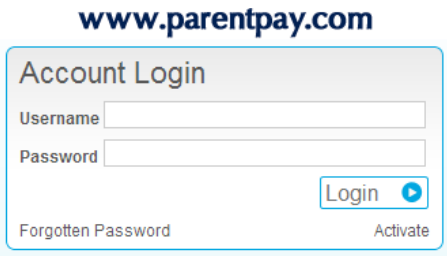
- Regulation storm jacket
- Regulation baselayer top
- Regulation matchday holdall
- Mouth-guard for hockey (pupils will be able to have a mouth-guard moulded and made by OPRO, the mouth-guard specialists, in School during the first week of the Autumn term. Mouthguards are highly recommended for hockey so please purchase from OPRO or source from an alternative supplier)

No jewellery, except medical alert jewellery, should be worn during PE lessons and long hair must be tied back.

USING PARENTPAY

ParentPay is an online payment platform used by MHSG as an easy way for you to make occasional payments to the School. This secure system will allow you to use either a Debit or Credit card to pay for items such as School trips or extra-curricular activities, thus removing the need to send your daughter to School with cash or cheques. Details of how to use ParentPay are given below.

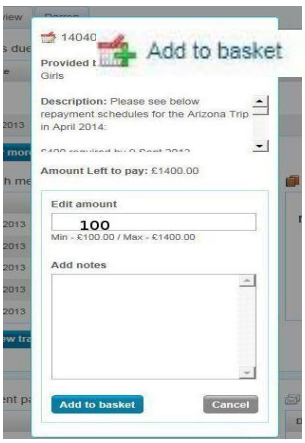
1. Log into ParentPay at www.parentpay.com



2. *You will have been sent personalised details giving your initial access to ParentPay and how to complete registration with the system. If you have any problems completing registration, either follow the onscreen assistance or contact Mr Eyres in the Finance Office.*
   Email: deyres@mhsg.manchester.sch.uk Tel: 0161 224 0447

3. The **'Items due for payment'** section of your ParentPay homepage lists your daughter's School meals balance and any trip payments due.

4. To begin the process of payment, click the **'Add to basket'** link next to the item you wish to pay for.



   Depending on the nature of the item to be paid for, additional information may be sought. This could be the amount of credit to add to the catering card, an incremental amount towards the total cost of a trip or the full balance due on an item. Please follow the on-screen advice.
   For trip items, you may also be asked for information regarding special dietary needs or medical information that the School is not already aware. This is obviously handled in strict confidence and (where appropriate) the School nurse may contact you.
   A trip consent tick box will also be requested on the first payment due of any trip.

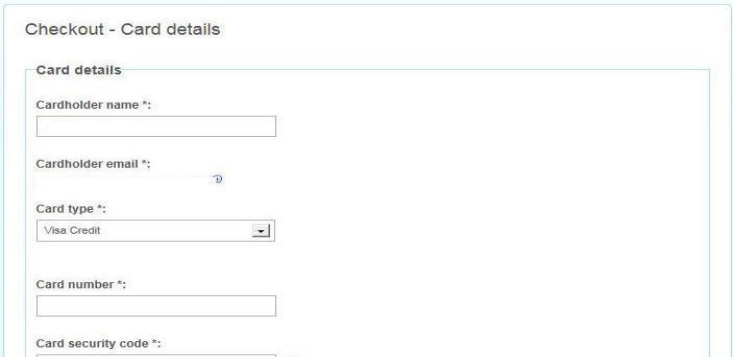
5. Once you have provided the additional information requested, click the **'Add to Basket'** button and you will be returned to your ParentPay homepage. In the top right of the screen you will observe that **your basket now has items ready for**

checkout and your Items Due for Payment list will have updated itself. **It is possible to add multiple items to your basket by repeating step 3.**

6. Once you have added all the items to your basket that you wish to include in this transaction, **click the orange 'Checkout' button**.

7. The details of your basket will be displayed, with the option to **remove items** at this stage, **edit** purchase specific details requested or **move to the payment** area.

8. To make payment for your items, click the **'Pay securely now'** button. Please then enter your card details in the relevant fields and finalise your



transaction by clicking **'Make payment'**

9. The items in your basket are now paid for and the relevant staff will be notified of payments.

If you experience any difficulty accessing the ParentPay system, please contact Mr Dodgson in the School Finance Office. **Emai pdodgson@mhsg.manchester.sch.uk or call 0161 224 0447**

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